

3 August 1951

MEMORANDUM FOR:

25X1A

[REDACTED]
Office of Research and Reports
Office of Collection and Dissemination
s, Jr., Office of Operations
Office of Scientific Intelligence
s, Office of National Estimates
Office of Special Operations
on, Office of Current Intelligence
, Communications Office
ffice of Training
Medical Office
Personnel Office
ministrative Services
, Procurement Office
Inspection and Security Office
Audit Office
, Law Office
ce of Policy Coordination
operational Aids Division

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SUBJECT: Administrative Officers Conference.

1. There will be a conference of the Administrative Officers of the Agency on Tuesday, 7 August 1951, at 2:30 PM, in the Director's Conference Room, Administration Building, to discuss Agency publications, change of status reporting and the Agency telephone book.

2. It is requested that the above addressee or his immediate deputy attend this meeting, and it will be appreciated if only one representative per office attend.

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[REDACTED]
Adviser for Management

RESTRICTED